



City Update

News and Information for City of Saint Paul Employees

September 24, 1999

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Update on discount bus fares for City employees

Effective November 1, 1999, the "MetroPass" discount bus card will be available to City employees who work in the downtown 55101 or 55102 zip code areas. "MetroPass" cards are valid for unlimited bus rides 24 hours a day, 365 days a year for express, local, limited-stop, or Downtown Zone service.

The cost of the bus card will be \$25.00 per month, and it will be deducted from your paycheck. Further details will soon follow.



Highland Water Tower Opens for Fall Colors Viewing

The Saint Paul Water Utility is opening the Highland Water Tower for public access on October 9-10. Timed to coincide with the peak of fall colors in the Twin Cities, the tower will be open Saturday and Sunday from 9 a.m. to 5 p.m. Admission is free.

The Observation Deck, which stands more than 90 feet above street level, offers one of the best views of the fall colors in the Twin Cities.

The Highland Tower was designed by City architect Clarence Wigington and was completed in 1928. Wigington, who worked for the City of Saint Paul from 1915 to 1949, was the first African-American municipal architect in the country. Wigington designed many other important structures in the Saint Paul area, including the Keller Golf Club (1929), the Saint Paul Public Safety Building (1929-30), Highland Park Pavilion (1932), and Como Park Pavilion (1934). Because of the significance of Wigington's contribution to Saint Paul architecture and the tower's unique character as a local landmark, the Tower is listed both as a National Historic Water Landmark and in the National Register of Historic Places.



Clarence Wigington

Inside the tower, visitors will find information about Wigington and about the Utility's water purification process and distribution system. Utility employees will also be on hand to answer questions and provide information about Utility services.

The Highland Tower is located at the intersection of Snelling Avenue and Ford Parkway. For more information, please contact the Saint Paul Water Utility at 651-266-6308.

Saint Paul
Celebrating 150 Years

Enroll for your 2000 Benefits in October!

Open enrollment for 2000 benefits will take place from October 1 through October 29, 1999. Your Employee Benefits Booklet and Benefit Election Form will be distributed by your payroll person the week of October 4. You may attend one of several open enrollment sessions (listed in your Employee Benefits Booklet) for information about your health plan, optional benefits, flexible spending accounts, and deferred compensation. HealthPartners representatives will be available at all sessions to answer questions about their organization, and Ochs Inc. representatives can help you complete your Benefit Election Form. Please remember:

- * To read your Employee Benefits Booklet before attending an enrollment session.
- * To bring your Booklet and Benefit Election Form to the enrollment session.
- * If you wish to enroll or re-enroll in the health care or dependent day care expense reimbursement account for 2000, you must complete a flexible spending account form; **enrollment is required each year.** If you fail to re-enroll in a flexible spending account by October 29, your participation will be terminated at the end of the 1999 plan year.
- * Enrollment ends October 29, 1999. If you do not return your 2000 Benefit Election Form to Ochs Inc. by October 29, it shall be deemed you have elected to continue your current insurance coverages by default



IMPORTANT
All forms must be
submitted to Ochs
Inc. by October
29, 1999

Optional Insurance Benefits

October open enrollment is the time to review your optional insurance coverages and decide if you want to make changes. Your Employee Benefits Booklet has details about all the optional insurance benefits available to you, including:

Long Term Disability Insurance

During the month of October, you will have the opportunity to apply for Long Term Disability coverage. Most importantly, there will be no health questions asked if you are now enrolled in the plan and just increasing your amount of coverage.

Why enroll in the Long Term Disability plan? Workers in their 30s are more than three times as likely to become disabled as they are to die before age 65. Likewise, 48% of all home foreclosures are a result of disability, while only 3% of all foreclosures are a result of death. The risk of income loss due to a disability is real, and can financially devastate if you are disabled and unable to work.

It's easy to enroll in Long Term Disability coverage. Simply select the amount of coverage you want in a monthly benefit amount between \$500 and \$5,000 per month. You may choose up to a maximum of 60% of your salary. Then turn in your enrollment form to an Ochs Inc. representative. Your new coverage will begin on January 1, 2000. Coverage for pre-existing conditions will begin on January 1, 2001 for any additional amounts.



If you have questions about optional benefits, you can meet with an Ochs Inc. representative at any of the enrollment sessions.

Long Term Disability is available at an affordable price. Check the rate table for your age bracket.

Premium per \$100 Monthly Benefit

| Age | Cost/Month |
|-------|------------|
| 0-24 | \$.22 |
| 25-29 | \$.33 |
| 30-34 | \$.48 |
| 35-39 | \$.72 |
| 40-44 | \$1.09 |
| 45-49 | \$1.69 |
| 50-54 | \$2.50 |
| 55+ | \$2.73 |

(For example: An employee age 38 would pay \$7.20 per month for \$1,000 benefit)

Long Term Disability insurance is a practical and cost effective way to assure that you have continued income if you become disabled and can no longer work. Measure the gap between your potential income and your ability to pay bills in the event of disability, then enroll in the Long Term Disability plan during October open enrollment.

Short Term Disability Insurance

Short Term Disability is an insurance program that pays you a monthly income while you recover from an injury or illness. As an employee of the City of Saint Paul, you can apply for a monthly benefit of up to \$2,000, provided you don't exceed 66 2/3% of your regular monthly salary. You begin to receive the benefits on the first day of an accident, or the eighth day of an illness. Benefits can continue for up to 26 weeks. Be sure to review your Short Term Disability needs, then apply during October open enrollment.

See Optional Insurance - Page 3



Administrative Professional Seminar Mark Your Calendar For October 22, 1999

From the Office of Human Resources: The "Administrative Professional Seminar" will be held on Friday, October 22, from 7:30 a.m. - 3:30 p.m. at Century College, 3300 Century Avenue, White Bear Lake.

This one-day seminar promises to be an exciting, educational and enjoyable experience for all. Clerical staff members will find an excellent variety of topics tailored to improve their professional development and personal growth. They will also get a chance to network with city, county and state employees.

Seminar topics include: Ethical Dilemmas in the Office; Self-Esteem/Self-Awareness; Image and Self-Projection; and Stress Relief. Keynote speakers include:

- Nan DeMars, president of the Executive Secretary Services and author of *You Want Me To Do What?* (Participants will receive a complimentary copy of the book);
- Randi Schaeffer-Hanson, registered nurse with MedCenter; and
- Marlene Palkovich, Ph.D., management consultant.

A continental breakfast, buffet luncheon and vendor show is included.

Don't miss this opportunity to pamper yourself while enhancing and increasing your skills and value to your organization.

Information regarding this one-day seminar

will be sent to all clerical staff members by Wednesday, Sept. 22. If you have further questions, please call Jill Buhler at 266-6516. For information regarding registration, please call Susan Moore at 266-6511.

**Registration deadline is
Tuesday, October 12.**

Optional Insurance Benefits (continued)

Additional Life Insurance for You and Your Spouse

Complete your personal life insurance program with a plan of protection designed especially for City of Saint Paul employees. Now there's no reason to leave your family's future to chance - by updating life insurance for you and your spouse during open enrollment, you can make sure that your family would be financially secure if either of you were to die. Additional insurance would help your family continue the lifestyle you have worked so hard to provide. So, review your current coverage, and apply for up to \$250,000 of coverage on yourself or on your spouse during the month of October.

Accidental Death and Dismemberment Insurance

As a City of Saint Paul employee, you are entitled to purchase Accidental Death and Dismemberment coverage of up to \$100,000 for yourself and one half the amount you choose for yourself on your spouse, which provides a lump sum payment in the event of the accidental loss of life, dismemberment, or loss of sight. This benefit is paid in addition to any other life insurance benefits for which you qualify. It provides a simple and affordable way to add an extra layer of protection for you and your family; there is no evidence of good health required. Review your coverage and make changes during October open enrollment.

Employee Spotlight

Ann Majerus is a Firefighter/Paramedic assigned to Engine/Medic 4 on Saint Paul's East Side. She has more than seven years of experience with Saint Paul's Department of Fire and Safety Services, and has been an important contributor to several Department projects.



Ann assumed a leadership role in a domestic violence prevention training program conducted by the Fire Department. The program, a team effort with the "Partners for Violence Prevention" (PVP), was presented to more than 400 Fire Department employees in late 1998. Ann's two-year commitment as the project leader required her attendance at numerous off-duty meetings. In addition to contributing her perspective as a "street medic," Ann helped develop, coordinate and deliver the training.

The PVP is a three-year initiative funded by the Allina Foundation and the United Hospital Foundation. Its mission is to prevent violence, reduce the incidence and impact of violence, and improve the community's ability to identify and respond to violence. The Saint Paul Fire Department responds to more than 25,000 9-1-1 calls for medical help annually. An alarming number of those calls involve domestic violence. Through the efforts of the PVP, and those of Ann, members of the Department are more better able to recognize, treat and provide support of the victims of domestic violence and abuse.

Ann continues her involvement in the project and is viewed as a valued resource to the PVP organization. Her contribution to the team, her department and the community as a whole is greatly appreciated.

Save Money on Medical/Dental and Dependent Daycare Expenses!



- Do you have co-pays for office visits and prescriptions?*
- Do you wear prescription glasses or contact lenses and use contact lens solution?*
- Do you have out-of-pocket expenses for dental services?*
- Are you considering orthodontia treatment?*
- Do you need daycare services for children under the age of 13?*

If you answered yes to any of the above questions, you may be able to save money by using a Flexible Spending Account! For more information, review your Employee Benefits Booklet, or talk with a DCA, Inc. representative at any of the open enrollment sessions. DCA, Inc. representatives will be happy to answer your questions regarding Flexible Spending Accounts and provide you with information on qualifying expenses.

Pre-Retirement Planning Seminar

Are you planning to retire in the next 10 years? If you answered "yes," this seminar is for you!

The Pre-Retirement Planning Seminar is a long range planning seminar designed to help you take practical steps NOW to enable you to spend your retirement years as you choose. Information about Social Security and public pensions, fitness and nutrition, legal readiness and financial planning, deferred compensation and employee benefits will be presented by experts in their fields.

All employees interested in attending must attend all three sessions!

This seminar is scheduled for three Wednesday afternoons in October: October 13, 20, and 27. All sessions begin at 1:00 and end at 4:30 p.m. in Room 40 A&B City Hall.

Only 50 City employees can be accepted for this seminar, so **REGISTER EARLY** by submitting a risk management seminar application to the Risk Management Division, 150 City Hall, by September 30! If a partner will be attending with you, please include that person's name on your risk management seminar application also!

City Update

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City Update is a bi-weekly newsletter for City employees published by the Citizen Service Office of the City of Saint Paul. Submission deadline is noon on Tuesday, one week before payday. Call 266-8528 for information or for a calendar

150 Trivia

150 Trivia will resume in the October 8 issue of City Update

Pioneer Parties

For more information on upcoming Pioneer Parties, visit www.stpaul.gov.

Job Openings as of September 24, 1999

| Application Deadline | Job Title | Bi-Weekly or Hourly Salary Rate | Exam Date |
|----------------------|--|---------------------------------|-------------|
| 10/05/99 | Accounting Technician I | \$1168.60 | 10/11/99 |
| 10/04/99 | Baker | \$12.24 per hr | 10/07/99 |
| Open | Communications Technician | \$1359.09 | Quals |
| Open | Communications Technician Trainee | \$1111.53 | Quals |
| 10/04/99 | Emergency Communications Center Shift Supervisor (prom) | \$1644.19 | 01/08/99 |
| Open | **Food Service Assistant (part-time) | \$8.43 per hr | See Job Ann |
| Open | Food Service Helper (part-time) | \$7.75 per hr | See Job Ann |
| 09/24/99 | Heavy Equipment Operator (prom) | \$20.65 per hr | TBN |
| Open | IS Information/Technical Analyst I | \$1139.99 | Quals |
| Open | IS Information/Technical Analyst II | \$1326.60 | Quals |
| Open | IS Information/Technical Analyst III | \$1470.98 | Quals |
| Open | IS Systems Support Specialist II | \$1089.46 | Quals |
| Open | IS Systems Support Specialist III | \$1326.60 | Quals |
| Open | Library Associate (part-time) | \$1107.95 | Quals |
| Open | Library Clerk (part-time) | \$9.23 per hr | Quals |
| Open | Telecommunicator | \$1242.48 | Quals |
| Open | Ticket Sellers - River Centre (part-time) | \$5.50 per hr (in training) | TBN |
| 09/28/99 | Water Utility Technician I | \$1168.60 | 10/07/99 |

****This is a walk-in examination. Do not submit a job application before the test.** Note: Call or visit the Office of Human Resources at 400 City Hall Annex to receive the official job announcement for these positions. Phone: (651) 266-6500 (TTY/TDD 651-266-6501). For jobs announced after September 16, please call the 24-hour job line, (651) 266-6502.